811 Consolidated Service Invoice/Statement

Functional Group ID= **CI**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Consolidated Services Invoice/Statement Transaction Set (811) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set provides for the billing of complex and structured service invoice detail.This standard can be used by organizations who are interested in sending or receiving either consolidated or standalone invoices for service arrangements which require processing other than that done for the typical product invoice.The Consolidated Services Invoice/Statement can be used as a credit/debit memo to differentiate between payable invoice items and information-only memo items. This transaction set should not be used as a standalone notification of a credit/debit adjustment.

Notes:

1. Use this transaction set to transmit current purchase card invoices to a Federal Government activity responsible for initiating the payment.

2. Use a single occurrence of this transaction to invoice or provide adjustments for one or more deliveries or service performances, provided to the Federal Government on one or more shipments.

3. Use to transmit commercial consolidated service invoice data only from one invoice preparing party to one invoice receiving party.

Heading:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BIG	Beginning Segment for Invoice	M	1		
Not Used	030	NTE	Note/Special Instruction	O	100		
Not Used	040	CUR	Currency	O	1		
Not Used	050	REF	Reference Numbers	O	>1		
	060	PER	Administrative Communications Contact	O	3		
	070	ITD	Terms of Sale/Deferred Terms of Sale	O	1		
	080	DTM	Date/Time Reference	O	10		
Not Used	090	TXI	Tax Information	O	>1		
			LOOP ID - N1			>1	
	100	N1	Name	O	1		
	110	N2	Additional Name Information	O	2		
	120	N3	Address Information	O	2		
	130	N4	Geographic Location	O	1		
	140	REF	Reference Numbers	O	12		
	150	PER	Administrative Communications Contact	O	3		

Detail:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - HL			>1	
Must Use	010	HL	Hierarchical Level	M	1		n1
			LOOP ID - LX			>1	
	020	LX	Assigned Number	O	1		
Not Used	025	VEH	Vehicle Information	O	1		
Not Used	030	SI	Service Characteristic Identification	O	8		
Not Used	040	PID	Product/Item Description	O	200		
Not Used	045	MEA	Measurements	O	20		
	050	REF	Reference Numbers	O	>1		
	060	AMT	Monetary Amount	O	5		
Not Used	070	DTM	Date/Time Reference	O	4		
Not Used	080	TXI	Tax Information	O	>1		
			LOOP ID - QTY			10	
	090	QTY	Quantity	O	1		
Not Used	100	SI	Service Characteristic Identification	O	1		
			LOOP ID - NM1			1	
	110	NM1	Individual or Organizational Name	O	1		n2
	120	N2	Additional Name Information	O	2		
	130	N3	Address Information	O	2		
	140	N4	Geographic Location	O	1		
	150	REF	Reference Numbers	O	2		
Not Used	160	PER	Administrative Communications Contact	O	>1		
Not Used	170	TXI	Tax Information	O	>1		
			LOOP ID - ITA			>1	
Not Used	180	ITA	Allowance, Charge or Service	O	1		
Not Used	190	DTM	Date/Time Reference	O	1		
Not Used	200	TXI	Tax Information	O	>1		
			LOOP ID - IT1			999999	
Not Used	210	IT1	Baseline Item Data (Invoice)	O	1		n3
Not Used	220	SI	Service Characteristic Identification	O	2		
Not Used	230	PID	Product/Item Description	O	200		
Not Used	235	MEA	Measurements	O	20		
Not Used	240	INC	Installment Information	O	1		
Not Used	250	TXI	Tax Information	O	>1		
Not Used	260	REF	Reference Numbers	O	8		
Not Used	270	DTM	Date/Time Reference	O	10		
Not Used	280	MSG	Message Text	O	>1		
Not Used	285	AMT	Monetary Amount	O	1		
			LOOP ID - QTY			>1	
Not Used	290	QTY	Quantity	O	1		
Not Used	300	SI	Service Characteristic Identification	O	1		
			LOOP ID - ITA			10	

Not Used	310	ITA	Allowance, Charge or Service	O	1		
Not Used	320	DTM	Date/Time Reference	O	1		
Not Used	330	TXI	Tax Information	O	>1		
			LOOP ID - NM1		>1		
Not Used	340	NM1	Individual or Organizational Name	O	1		
Not Used	350	N2	Additional Name Information	O	2		
Not Used	360	N3	Address Information	O	2		
Not Used	370	N4	Geographic Location	O	1		
Not Used	380	PER	Administrative Communications Contact	O	3		
			LOOP ID - SLN		>1		
	390	SLN	Subline Item Detail	O	1		n4
Not Used	400	SI	Service Characteristic Identification	O	2		
Not Used	410	PID	Product/Item Description	O	200		
Not Used	415	MEA	Measurements	O	20		
Not Used	420	CUR	Currency	O	1		
Not Used	430	INC	Installment Information	O	1		
Not Used	440	ITA	Allowance, Charge or Service	O	10		
Not Used	450	TXI	Tax Information	O	>1		
	460	REF	Reference Numbers	O	>1		
Not Used	470	PER	Administrative Communications Contact	O	3		
	480	DTM	Date/Time Reference	O	10		
Not Used	490	AMT	Monetary Amount	O	10		
Not Used	500	MSG	Message Text	O	>1		
			LOOP ID - QTY		>1		
Not Used	510	QTY	Quantity	O	1		
Not Used	520	SI	Service Characteristic Identification	O	1		
			LOOP ID - NM1		>1		
	530	NM1	Individual or Organizational Name	O	1		
	540	N2	Additional Name Information	O	2		
	550	N3	Address Information	O	2		
	560	N4	Geographic Location	O	1		
	570	REF	Reference Numbers	O	8		
Not Used	580	PER	Administrative Communications Contact	O	3		
			LOOP ID - TCD		>1		
Not Used	590	TCD	Itemized Call Detail	O	1		n5
Not Used	600	SI	Service Characteristic Identification	O	2		
Not Used	610	TXI	Tax Information	O	>1		
Not Used	615	ITA	Allowance, Charge or Service	O	>1		
			LOOP ID - QTY		>1		
Not Used	617	QTY	Quantity	O	1		
Not Used	618	SI	Service Characteristic Identification	O	1		
			LOOP ID - USD		>1		
Not Used	620	USD	Usage-Sensitive Detail	O	1		n6
Not Used	625	SI	Service Characteristic Identification	O	2		
Not Used	630	ITA	Allowance, Charge or Service	O	2		

Not Used	640	TRF	Rating Factors	O	18		
			LOOP ID - QTY			>1	
Not Used	650	QTY	Quantity	O	1		
Not Used	660	SI	Service Characteristic Identification	O	1		
			LOOP ID - III			>1	
Not Used	670	III	Information	O	1		
Not Used	680	DTP	Date or Time or Period	O	5		
Not Used	690	AMT	Monetary Amount	O	5		
Not Used	700	PCT	Percent Amounts	O	5		
			LOOP ID - LQ			>1	
Not Used	710	LQ	Industry Code	O	1		
Not Used	720	AMT	Monetary Amount	O	5		
Not Used	730	PCT	Percent Amounts	O	5		

Summary:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	010	TDS	Total Monetary Value Summary	M	1		
			LOOP ID - ITA			>1	
Not Used	020	ITA	Allowance, Charge or Service	O	1		
Not Used	030	DTM	Date/Time Reference	O	1		
Not Used	035	REF	Reference Numbers	O	5		
			LOOP ID - BAL			>1	
Not Used	040	BAL	Balance Detail	O	1		
Not Used	050	DTM	Date/Time Reference	O	1		
			LOOP ID - N1			>1	
Not Used	060	N1	Name	O	1		
			LOOP ID - BAL			>1	
Not Used	070	BAL	Balance Detail	O	1		
Not Used	080	DTM	Date/Time Reference	O	1		
			LOOP ID - ITA			>1	
Not Used	090	ITA	Allowance, Charge or Service	O	1		
Not Used	100	DTM	Date/Time Reference	O	2		
Not Used	105	REF	Reference Numbers	O	5		
Not Used	106	CUR	Currency	O	1		
	110	CTT	Transaction Totals	O	1		n7
Must Use	120	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. Valid codes for HL03 to define levels for this transaction set are given below: 1 - Service/Billing Provider (Identifies the Company Providing the Service/Billing) 2 - Billing Arrangement (Identifies a Specific Billing Arrangement) 3 - Sub-billing Arrangement (Identifies a More Detailed Billing Arrangement) 4 - Group (Identifies a Group of Charges on the Bill) 5 - Category (Identifies the Subdivision of the Group) 6 - Subcategory (Identifies a Further Breakdown of the Category) 7 - Type

(Identifies a Further Breakdown of the Subcategory) 8 - Charge Detail (Identifies the Lowest Level of Charges within a Billing Arrangement) 9 - Line Detail (Identifies the Supporting Detail Associated with the Charge or Group Level) They must be used in the (hierarchical) order in which they are listed; however, certain levels are optional and may be omitted. At least one occurrence each of the service/billing provider level and group level is required.

2. When used for telecommunications billing, the service/billing provider level is defined by the NM1 loop.

3. The group level is defined by at least one occurrence of the IT1 loop which may only appear at the group level.

4. The SLN loop may only appear at the charge detail level.

5. The TCD loop may only appear at the line detail level.

6. The USD loop may only appear at the line detail level.

7. The number of line items (CTT01) is the accumulation of the number of IT1 segments.

Segment:	**ST** **Transaction Set Header**	
Position:	010	
Loop:		
Level:	Heading	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To indicate the start of a transaction set and to assign a control number	
Syntax Notes:		
Semantic Notes:	1	The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	ST01	143	**Transaction Set Identifier Code**	M	ID	3/3
			Code uniquely identifying a Transaction Set			
			811 X12.39 Consolidated Service Invoice/Statement			
Must Use	ST02	329	**Transaction Set Control Number**	M	AN	4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set			

Segment:	**BIG** Beginning Segment for Invoice					
Position:	020					
Loop:						
Level:	Heading					
Usage:	Mandatory					
Max Use:	1					
Purpose:	To indicate the beginning of an invoice transaction set and transmit identifying numbers and dates					
Syntax Notes:						
Semantic Notes:	**1** BIG01 is the invoice issue date.					
	2 BIG03 is the date assigned by the purchaser to purchase order.					
	3 BIG10 indicates the consolidated invoice number. When BIG07 contains code CI, BIG10 is not used.					
Comments:	**1** BIG07 is used only to further define the type of invoice when needed.					

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	BIG01	373	**Date**	M	DT	6/6
			Date (YYMMDD)			
Must Use	BIG02	76	**Invoice Number**	M	AN	1/22
			Identifying number assigned by issuer			
			This number must be unique.			
	BIG03	373	**Date**	O	DT	6/6
			Date (YYMMDD)			
	BIG04	324	**Purchase Order Number**	O	AN	1/22
			Identifying number for Purchase Order assigned by the orderer/purchaser			
			Used to indicate the Contract Number.			
Not Used	BIG05	328	**Release Number**	O	AN	1/30
			Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction			
Not Used	BIG06	327	**Change Order Sequence Number**	O	AN	1/8
			Number assigned by the orderer identifying a specific change or revision to a previously transmitted transaction set			
	BIG07	640	**Transaction Type Code**	O	ID	2/2
			Code specifying the type of transaction			
			CI Consolidated Invoice			
			ME Memorandum			
	BIG08	353	**Transaction Set Purpose Code**	O	ID	2/2
			Code identifying purpose of transaction set			
			00 Original			
			01 Cancellation			

			05	Replace			
			07	Duplicate			
Not Used	**BIG09**	**306**	**Action Code**		**O**	**ID**	**1/2**
			Code indicating type of action				
Not Used	**BIG10**	**76**	**Invoice Number**		**O**	**AN**	**1/22**
			Identifying number assigned by issuer				

	Segment:	**PER** Administrative Communications Contact
	Position:	060
	Loop:	
	Level:	Heading
	Usage:	Optional
	Max Use:	3
	Purpose:	To identify a person or office to whom administrative communications should be directed
	Syntax Notes:	1 If either PER03 or PER04 is present, then the other is required.
		2 If either PER05 or PER06 is present, then the other is required.
		3 If either PER07 or PER08 is present, then the other is required.
	Semantic Notes:	
	Comments:	
	Notes:	*One iteration of this segment is required to identify the Gateway Contact.*

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes		
Must Use	PER01	366	**Contact Function Code**	M	ID	2/2	

Code identifying the major duty or responsibility of the person or group named

    DC   Delivery Contact

Use to indicate the Gateway Contact.

	Ref. Des.	Data Element	Name		Attributes		
	PER02	93	**Name**	O	AN	1/35	

Free-form name

	PER03	365	**Communication Number Qualifier**	X	ID	2/2

Code identifying the type of communication number

    EM   Electronic Mail
    FX   Facsimile
    TE   Telephone

	PER04	364	**Communication Number**	X	AN	1/80

Complete communications number including country or area code when applicable

	PER05	365	**Communication Number Qualifier**	X	ID	2/2

Code identifying the type of communication number

    EM   Electronic Mail
    FX   Facsimile
    TE   Telephone

	PER06	364	**Communication Number**	X	AN	1/80

Complete communications number including country or area code when applicable

	PER07	365	**Communication Number Qualifier**	X	ID	2/2

Code identifying the type of communication number

			See codes in PER05.		

PER08 | **364** | **Communication Number** | **X** | **AN** | **1/80**

Complete communications number including country or area code when applicable

Not Used | **PER09** | **443** | **Contact Inquiry Reference** | **O** | **AN** | **1/20**

Additional reference number or description to clarify a contact number

Segment:	**ITD** Terms of Sale/Deferred Terms of Sale	
Position:	070	
Loop:		
Level:	Heading	
Usage:	Optional	
Max Use:	1	
Purpose:	To specify terms of sale	
Syntax Notes:	1	If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
	2	If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
	3	If ITD09 is present, then at least one of ITD10 or ITD11 is required.
Semantic Notes:	1	ITD15 is the percentage applied to a base amount used to determine a late payment charge.
Comments:	1	If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.
Notes:	*One iteration of this segment is required to identify the terms of the invoice.*	

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
ITD01	336	**Terms Type Code**	O	ID	2/2
		Code identifying type of payment terms			
		Use any code. Listed codes are preferred.			
		03 Fixed Date			
		16 Prompt Payment Act			
		Refer to 003050 Data Element Dictionary for acceptable code values.			
ITD02	333	**Terms Basis Date Code**	O	ID	1/2
		Code identifying the beginning of the terms period			
		3 Invoice Date			
		5 Invoice Receipt Date			
Not Used **ITD03**	338	**Terms Discount Percent**	O	R	1/6
		Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date			
Not Used **ITD04**	370	**Terms Discount Due Date**	X	DT	6/6
		Date payment is due if discount is to be earned			
Not Used **ITD05**	351	**Terms Discount Days Due**	X	N0	1/3
		Number of days in the terms discount period by which payment is due if terms discount is earned			
Not Used **ITD06**	446	**Terms Net Due Date**	O	DT	6/6
		Date when total invoice amount becomes due			
ITD07	386	**Terms Net Days**	O	N0	1/3
		Number of days until total invoice amount is due (discount not applicable)			

Not Used	**ITD08**	362	**Terms Discount Amount**	O	N2	1/10
			Total amount of terms discount			
Not Used	**ITD09**	388	**Terms Deferred Due Date**	O	DT	6/6
			Date deferred payment or percent of invoice payable is due			
Not Used	**ITD10**	389	**Deferred Amount Due**	X	N2	1/10
			Deferred amount due for payment			
Not Used	**ITD11**	342	**Percent of Invoice Payable**	X	R	1/5
			Amount of invoice payable expressed in percent			
Not Used	**ITD12**	352	**Description**	O	AN	1/80
			A free-form description to clarify the related data elements and their content			
Not Used	**ITD13**	765	**Day of Month**	X	N0	1/2
			The numeric value of the day of the month between 1 and the maximum day of the month being referenced			
	ITD14	107	**Payment Method Code**	O	ID	1/1
			Code identifying type of payment procedures			

       C   Pay By Check

       E   Electronic Payment System

Not Used	**ITD15**	954	**Percent**	O	R	1/10
			Percentage expressed as a decimal			

		DTM Date/Time Reference
Segment:		
Position:	080	
Loop:		
Level:	Heading	
Usage:	Optional	
Max Use:	10	
Purpose:	To specify pertinent dates and times	
Syntax Notes:	1	At least one of DTM02 DTM03 or DTM06 is required.
	2	If either DTM06 or DTM07 is present, then the other is required.
Semantic Notes:		
Comments:		
Notes:		

1. To specify billing period.

2. Two iterations of this segment are required, one using code 186 in DTM01, and one using code 187 in DTM01.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes	
Must Use	**DTM01**	**374**	**Date/Time Qualifier**	M	ID	3/3

Code specifying type of date or time, or both date and time

	186	Invoice Period Start	
		When the billing period covered by an invoice begins	
	187	Invoice Period End	
		When the billing period covered by an invoice ends	

	Ref. Des.	Data Element	Name		Attributes	
	DTM02	**373**	**Date**	X	DT	6/6

Date (YYMMDD)

	DTM03	**337**	**Time**	X	TM	4/8
Not Used						

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

Not Used	**DTM04**	**623**	**Time Code**	O	ID	2/2

Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow

	DTM05	**624**	**Century**	O	N0	2/2

The first two characters in the designation of the year (CCYY)

Not Used	**DTM06**	**1250**	**Date Time Period Format Qualifier**	X	ID	2/3

Code indicating the date format, time format, or date and time format

Not Used	**DTM07**	**1251**	**Date Time Period**	X	AN	1/35

Expression of a date, a time, or range of dates, times or dates and times

Segment:	**N1** Name
Position:	100
Loop:	N1
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	1 At least one of N102 or N103 is required.
	2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
	2 N105 and N106 further define the type of entity in N101.
Notes:	***At least two iterations of this segment are required, one using code PE in N101, and one using code PR in N101.***

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes		
Must Use	N101	98	**Entity Identifier Code**		M	ID	2/2
			Code identifying an organizational entity, a physical location, or an individual				
			PE	Payee			
			PR	Payer			
			RI	Remit To			
	N102	93	**Name**		X	AN	1/35
			Free-form name				
	N103	66	**Identification Code Qualifier**		X	ID	1/2
			Code designating the system/method of code structure used for Identification Code (67)				
			1	D-U-N-S Number, Dun & Bradstreet			
			9	D-U-N-S+4, D-U-N-S Number with Four Character Suffix			
			10	Department of Defense Activity Address Code (DODAAC)			
			33	Commercial and Government Entity (CAGE)			
	N104	67	**Identification Code**		X	AN	2/20
			Code identifying a party or other code				
Not Used	N105	706	**Entity Relationship Code**		O	ID	2/2
			Code describing entity relationship				
Not Used	N106	98	**Entity Identifier Code**		O	ID	2/2
			Code identifying an organizational entity, a physical location, or an individual				

	Segment:	**N2** Additional Name Information
	Position:	110
	Loop:	N1
	Level:	Heading
	Usage:	Optional
	Max Use:	2
	Purpose:	To specify additional names or those longer than 35 characters in length
	Syntax Notes:	
	Semantic Notes:	
	Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	**N201**	**93**	**Name**	**M**	**AN**	**1/35**
			Free-form name			
	N202	**93**	**Name**	**O**	**AN**	**1/35**
			Free-form name			

Segment:	**N3** Address Information		
Position:	120		
Loop:	N1		
Level:	Heading		
Usage:	Optional		
Max Use:	2		
Purpose:	To specify the location of the named party		
Syntax Notes:			
Semantic Notes:			
Comments:			

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	N301	166	**Address Information** Address information	M AN 1/35
	N302	166	**Address Information** Address information	O AN 1/35

Segment:	**N4** Geographic Location
Position:	130
Loop:	N1
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
	2 N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N401	**19**	**City Name**	**O**	**AN**	**2/30**
		Free-form text for city name			
N402	**156**	**State or Province Code**	**O**	**ID**	**2/2**
		Code (Standard State/Province) as defined by appropriate government agency			
N403	**116**	**Postal Code**	**O**	**ID**	**3/11**
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)			
N404	**26**	**Country Code**	**O**	**ID**	**2/3**
		Code identifying the country			
N405	**309**	**Location Qualifier**	**X**	**ID**	**1/2**
		Code identifying type of location			

AC	City and State
CC	Country
CI	City
SP	State/Province

Ref. Des.	Data Element	Name	Attributes		
N406	**310**	**Location Identifier**	**O**	**AN**	**1/30**
		Code which identifies a specific location			

Segment:	**REF** Reference Numbers
Position:	140
Loop:	N1
Level:	Heading
Usage:	Optional
Max Use:	12
Purpose:	To specify identifying numbers.
Syntax Notes:	1 At least one of REF02 or REF03 is required.
Semantic Notes:	
Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes	
Must Use	**REF01**	**128**	**Reference Number Qualifier**	M	ID	2/2
			Code qualifying the Reference Number.			
			TJ Federal Taxpayer's Identification Number			
	REF02	**127**	**Reference Number**	X	AN	1/30
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.			
	REF03	**352**	**Description**	X	AN	1/80
			A free-form description to clarify the related data elements and their content			

	Segment:	**PER** Administrative Communications Contact
	Position:	150
	Loop:	N1
	Level:	Heading
	Usage:	Optional
	Max Use:	3
	Purpose:	To identify a person or office to whom administrative communications should be directed
	Syntax Notes:	**1** If either PER03 or PER04 is present, then the other is required.
		2 If either PER05 or PER06 is present, then the other is required.
		3 If either PER07 or PER08 is present, then the other is required.
	Semantic Notes:	
	Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	PER01	366	**Contact Function Code**	M	ID	2/2

Code identifying the major duty or responsibility of the person or group named

CR	Customer Relations
IC	Information Contact
TR	Technical Marketing Representative

	Ref. Des.	Data Element	Name	Attributes		
	PER02	93	**Name**	O	AN	1/35

Free-form name

	Ref. Des.	Data Element	Name	Attributes		
	PER03	365	**Communication Number Qualifier**	X	ID	2/2

Code identifying the type of communication number

EM	Electronic Mail
FX	Facsimile
TE	Telephone

	Ref. Des.	Data Element	Name	Attributes		
	PER04	364	**Communication Number**	X	AN	1/80

Complete communications number including country or area code when applicable

	Ref. Des.	Data Element	Name	Attributes		
	PER05	365	**Communication Number Qualifier**	X	ID	2/2

Code identifying the type of communication number

EM	Electronic Mail
FX	Facsimile
TE	Telephone

	Ref. Des.	Data Element	Name	Attributes		
	PER06	364	**Communication Number**	X	AN	1/80

Complete communications number including country or area code when applicable

	Ref. Des.	Data Element	Name	Attributes		
	PER07	365	**Communication Number Qualifier**	X	ID	2/2

Code identifying the type of communication number

See codes in PER05.

| | PER08 | 364 | **Communication Number** | **X** | **AN** | **1/80** |

Complete communications number including country or area code when applicable

| Not Used | PER09 | 443 | **Contact Inquiry Reference** | **O** | **AN** | **1/20** |

Additional reference number or description to clarify a contact number

Segment:	**HL** Hierarchical Level
Position:	010
Loop:	HL
Level:	Detail
Usage:	Mandatory
Max Use:	1
Purpose:	To identify dependencies among and the content of hierarchically related groups of data segments
Syntax Notes:	
Semantic Notes:	

Comments:	**1**	The HL segment defines a top-down/left-right ordered structure.
	2	HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
	3	HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
	4	HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
	5	HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *When submitting the 811 to any federal agency, use of the HL loop at levels HL03 code "1", at least one of "2", "3" or "4", "5" and "8" are required.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	HL01	628	**Hierarchical ID Number**	M	AN	1/12
			A unique number assigned by the sender to identify a particular data segment in a hierarchical structure			
			Sequential number assigned to this HL segment.			
	HL02	734	**Hierarchical Parent ID Number**	O	AN	1/12
			Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to			
			Not used at HL1 (Service Provider).			
Must Use	HL03	735	**Hierarchical Level Code**	M	ID	1/2
			Code defining the characteristic of a level in a hierarchical structure			
		1	Service/Billing Provider			
			Code identifying the telecommunications company providing service/billing			
			Used to indicate the Level 1 organization.			

2	Billing Arrangement	
	Code identifying a specified billing arrangement	
	Used to indicate the Level 2 organization.	
3	Sub-Billing Arrangement	
	Code identifying a more detailed billing arrangement	
	Used to indicate the Level 3 organization.	
4	Group	
	Code identifying a group of charges on the bill	
	Used to indicate the Level 4 organization.	
5	Category	
	Code identifying the sub-division of the group	
	Used to indicate the Approval Official.	
8	Charge Detail	
	Code identifying the lowest level of charges within a billing arrangement	
	Used to indicate the Cardholder.	

Must Use HL04   736   Hierarchical Child Code   O   ID   1/1

Code indicating whether if there are hierarchical child data segments subordinate to the level being described.

0	No Subordinate HL Segment in This Hierarchical Structure.
1	Additional Subordinate HL Data Segment in This Hierarchical Structure.

Segment:	**LX** Assigned Number	
Position:	020	
Loop:	LX	
Level:	Detail	
Usage:	Optional	
Max Use:	1	
Purpose:	To reference a line number in a transaction set	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	*When submitting the 811 to any federal agency, use of the LX loop is required when HL03 code is at least one of "2", "3" or "4", plus "5" and "8".*	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	LX01	554	**Assigned Number**	M N0 1/6
			Number assigned for differentiation within a transaction set	

Segment:	**REF** Reference Numbers
Position:	050
Loop:	LX
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify identifying numbers.
Syntax Notes:	1 At least one of REF02 or REF03 is required.
Semantic Notes:	
Comments:	

Notes: *1. This segment is required when HL03 is "2", "3", "4", when used, "5" and "8".*

2. The codes "10", "11", "12", "75" and "3J" are used in combination with the level code in 2/REF/150 to construct the current purchase card provider agency/level identification number.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	REF01	128	**Reference Number Qualifier**	M ID 2/2

Code qualifying the Reference Number.

10   Account Managers Code

Identifies the telecommunications manager assigned to this account

Use to indicate the Authorizing Official. This code is required when HL03 is "8".

11   Account Number

Number identifies a telecommunications industry account

Use to indicate the level 3 agency. This code is required when HL03 is "4" - "8".

12   Billing Account

Account number under which billing is rendered

Use to indicate the level 2 agency. This code is required when HL03 is "3" - "8".

14   Master Account Number

Account number used to represent individual billing accounts which have been consolidated and/or summarized

Use to indicate Master Accounting Code. This code is required when HL03 is "8".

3J   Office Number

Use to indicate the level 4 agency. This code is

<table>
<tr><td></td><td>75</td><td>Organization Breakdown Structure</td></tr>
</table>

75   Organization Breakdown Structure

A functionally oriented family tree that shows organization relationships and is used as the framework for assigning work responsibilities

Use to indicate the level 1 agency. This code is required when HL03 is "2" - "8".

D8   Loss Report Number

Sequence number to identify a particular loss and its information. It will be assigned accross all lines of business for a particular customer

Use to indicate Lost/Stolen Code. This code is required when HL03 is "8".

JD   User Identification

Use to indicate User Field No. 3. Use only when HL03 is "8".

YU   Payor Identification

Use to indicate User Field No. 2. Use only when HL03 is "8".

REF02   **127**   **Reference Number**   **X   AN   1/30**

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

REF03   **352**   **Description**   **X   AN   1/80**

A free-form description to clarify the related data elements and their content

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(Note: the first visible shaded line at top reads: ***required when HL03 is "5" - "8".***)

Segment:	**AMT** Monetary Amount
Position:	060
Loop:	LX
Level:	Detail
Usage:	Optional
Max Use:	5
Purpose:	To indicate the total monetary amount
Syntax Notes:	
Semantic Notes:	
Comments:	
Notes:	*When submitting the 811 to any federal agency, use of the AMT segment is required when HL03 is "2", "3" or "4" when used, "5" and "8".*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	AMT01	522	**Amount Qualifier Code**	M	ID	1/2

Code to qualify amount

2	Batch Total	

Use to indicate the level dollar total.

FE	Fee

Use to indicate the administrative fee.

TS	Total Sales

The total of commission and non commission sales needed to calculate intersell amount

Use to indicate the Dollar Purchase Transaction Total.

TX	Total to Date

Use to indicate the dollar cash/credit transaction total.

UJ	Other Credits

Use to indicate the dollar credit transaction total.

	Ref. Des.	Data Element	Name	Attributes		
Must Use	AMT02	782	**Monetary Amount**	M	R	1/15

Monetary amount

Not Used	AMT03	478	**Credit/Debit Flag Code**	O	ID	1/1

Code indicating whether amount is a credit or debit

Segment:	QTY Quantity
Position:	090
Loop:	QTY
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify quantity information
Syntax Notes:	
Semantic Notes:	
Comments:	
Notes:	*When submitting the 811 to any federal agency, use of the QTY loop is required when HL03 is "2", "3" or "4" when used, "5" and "8".*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	QTY01	673	Quantity Qualifier	M	ID	2/2

Code specifying the type of quantity

42	Number of Checks

Use to indicate the number of Cash/Check Transaction Totals.

46	Total transactions

Use to indicate the number of Purchases Transaction Total.

AI	Number of Operator Credits

Number of operator credits given

Use to indicate the number of Credit Transactions Total.

	Ref. Des.	Data Element	Name	Attributes		
Must Use	QTY02	380	Quantity	M	R	1/15

Numeric value of quantity

	Ref. Des.	Data Element	Name	Attributes		
Not Used	QTY03	355	**Unit or Basis for Measurement Code**	O	ID	2/2

Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

Segment:	**NM1** Individual or Organizational Name	
Position:	110	
Loop:	NM1	
Level:	Detail	
Usage:	Optional	
Max Use:	1	
Purpose:	To supply the full name of an individual or organizational entity	
Syntax Notes:	1	If either NM108 or NM109 is present, then the other is required.
Semantic Notes:	1	NM102 qualifies NM103.
Comments:		
Notes:	*When submitting the 811 to any federal agency, use of the NM1 loop is required when HL03 is "1"; "2", "3" or "4" are used; plus "5" and "8".*	

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
Must Use NM101	98	**Entity Identifier Code**	M	ID	2/2

Code identifying an organizational entity, a physical location, or an individual

1. "SJ" is the only valid code at HL1 (Service Provider Level).

2. "OB" is the only valid code in levels 2 through 8.

OB	Ordered By	
SJ	Service Provider	

> Identifies name and address information as pertaining to a service provider for which billing is being rendered

Ref. Des.	Data Element	Name	Attributes		
Must Use NM102	1065	**Entity Type Qualifier**	M	ID	1/1

Code qualifying the type of entity

1	Person	

Use to identify N101 in levels 5 and 8.

2	Non-Person Entity	

Use to identify N101 in levels 1 to 4.

Ref. Des.	Data Element	Name	Attributes		
NM103	1035	**Name Last or Organization Name**	O	AN	1/35

Individual last name or organizational name

Ref. Des.	Data Element	Name	Attributes		
NM104	1036	**Name First**	O	AN	1/25

Individual first name

Ref. Des.	Data Element	Name	Attributes		
NM105	1037	**Name Middle**	O	AN	1/25

Individual middle name or initial

Ref. Des.	Data Element	Name	Attributes		
NM106	1038	**Name Prefix**	O	AN	1/10

Prefix to individual name

Ref. Des.	Data Element	Name	Attributes		
NM107	1039	**Name Suffix**	O	AN	1/10

Suffix to individual name

| NM108 | 66 | **Identification Code Qualifier** | X | ID | 1/2 |

Code designating the system/method of code structure used for Identification Code (67)

1	D-U-N-S Number, Dun & Bradstreet
9	D-U-N-S+4, D-U-N-S Number with Four Character Suffix
10	Department of Defense Activity Address Code (DODAAC)
33	Commercial and Government Entity (CAGE)

| NM109 | 67 | **Identification Code** | X | AN | 2/20 |

Code identifying a party or other code

Segment:	**N2** **Additional Name Information**
Position:	120
Loop:	NM1
Level:	Detail
Usage:	Optional
Max Use:	2
Purpose:	To specify additional names or those longer than 35 characters in length
Syntax Notes:	
Semantic Notes:	
Comments:	
Notes:	*When submitting the 811 to any federal agency, use of the N2 segment is optional when HL03 is "1", "2", "3" or "4", "5" or "8".*

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes		
Must Use	N201	93	**Name**		M	AN	1/35
			Free-form name				
	N202	93	**Name**		O	AN	1/35
			Free-form name				

Segment:	**N3** **Address Information**
Position:	130
Loop:	NM1
Level:	Detail
Usage:	Optional
Max Use:	2
Purpose:	To specify the location of the named party
Syntax Notes:	
Semantic Notes:	
Comments:	
Notes:	*When submitting the 811 to any federal agency, use of the N3 segment is optional when HL03 is "1", "2", "3" or "4", "5" or "8".*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	N301	166	**Address Information**	M	AN	1/35
			Address information			
	N302	166	**Address Information**	O	AN	1/35
			Address information			

Segment:	**N4** Geographic Location
Position:	140
Loop:	NM1
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
	2 N402 is required only if city name (N401) is in the USA or Canada.
Notes:	*When submitting the 811 to any federal agency, use of the N4 segment is optional when HL03 is "1", "2", "3" or "4", "5" or "8".*

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N401	**19**	**City Name**	O	AN	2/30
		Free-form text for city name			
N402	**156**	**State or Province Code**	O	ID	2/2
		Code (Standard State/Province) as defined by appropriate government agency			
N403	**116**	**Postal Code**	O	ID	3/11
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)			
N404	**26**	**Country Code**	O	ID	2/3
		Code identifying the country			
N405	**309**	**Location Qualifier**	X	ID	1/2
		Code identifying type of location			

        AC   City and State
        CC   Country
        CI   City
        SP   State/Province

N406	**310**	**Location Identifier**	O	AN	1/30
		Code which identifies a specific location			

Segment:	**REF** Reference Numbers
Position:	150
Loop:	NM1
Level:	Detail
Usage:	Optional
Max Use:	2
Purpose:	To specify identifying numbers.
Syntax Notes:	1 At least one of REF02 or REF03 is required.
Semantic Notes:	
Comments:	
Notes:	*1. When submitting the 811 to any federal agency, use of the REF segment is required when HL03 is "1", "2", "3" and "4" when used, "5" and "8".*
	2. The level code associated with the entity identified in 2/NM1/110 is required in this segment. The remainder of the level codes will appear in 2/REF/050.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes	
Must Use	REF01	128	**Reference Number Qualifier**	M	ID	2/2

Code qualifying the Reference Number.

10   Account Managers Code

Identifies the telecommunications manager assigned to this account

Use to indicate the Authorizing Official. This code is required when HL03 is "5".

11   Account Number

Number identifies a telecommunications industry account

Use to indicate the level 3 agency. This code is required when HL03 is "3".

12   Billing Account

Account number under which billing is rendered

Use to indicate the level 2 agency. This code is required when HL03 is "2".

23   Client Number

Use to indicate the Cardholder. This code is required when HL03 is "8".

3J   Office Number

Use to indicate the level 4 agency. This code is required when HL03 is "4".

75   Organization Breakdown Structure

A functionally oriented family tree that shows organization relationships and is used as the

<div style="margin-left: 40%">
framework for assigning work responsibilities

Use to indicate the level 1 agency. This code is required when HL03 is "1".
</div>

		E4	Charge Card Number

<div style="margin-left: 40%">
Use to indicate the Charge Card Number. This code is required when HL03 is "8".
</div>

		TJ	Federal Taxpayer's Identification Number

REF02   **127**   **Reference Number**   **X   AN   1/30**

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

REF03   **352**   **Description**   **X   AN   1/80**

A free-form description to clarify the related data elements and their content

Segment:	**SLN** Subline Item Detail		
Position:	390		
Loop:	SLN		
Level:	Detail		
Usage:	Optional		
Max Use:	1		
Purpose:	To specify product subline detail item data		

Syntax Notes:	1	If SLN07 is present, then SLN06 is required.
	2	If SLN08 is present, then SLN06 is required.
	3	If either SLN09 or SLN10 is present, then the other is required.
	4	If either SLN11 or SLN12 is present, then the other is required.
	5	If either SLN13 or SLN14 is present, then the other is required.
	6	If either SLN15 or SLN16 is present, then the other is required.
	7	If either SLN17 or SLN18 is present, then the other is required.
	8	If either SLN19 or SLN20 is present, then the other is required.
	9	If either SLN21 or SLN22 is present, then the other is required.
	10	If either SLN23 or SLN24 is present, then the other is required.
	11	If either SLN25 or SLN26 is present, then the other is required.
	12	If either SLN27 or SLN28 is present, then the other is required.

Semantic Notes:	1	SLN01 is the identifying number for the subline item.
	2	SLN02 is the identifying number for the subline level. The subline level is analogous to the level code used in a bill of materials.
	3	SLN03 is the configuration code indicating the relationship of the subline item to the baseline item.
	4	SLN08 is a code indicating the relationship of the price or amount to the associated segment.

Comments:	1	See the Data Dictionary for a complete list of ID's.
	2	SLN01 is related to (but not necessarily equivalent to) the baseline item number. Example: 1.1 or 1A might be used as a subline number to relate to baseline number 1.
	3	SLN09 through SLN28 provide for ten (10) different product/service ID's for each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

Notes: *1. The SLN loop may only appear at HL8 (Charge Detail Level).*

2. When submitting the 811 to any federal agency, use of the SLN loop is required when HL03 is "8".

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	SLN01	350	**Assigned Identification**	M	AN	1/11
			Alphanumeric characters assigned for differentiation within a transaction set			
Not Used	SLN02	350	**Assigned Identification**	O	AN	1/11
			Alphanumeric characters assigned for differentiation within a transaction			

set

Must Use	**SLN03**	**662**	**Relationship Code**	**M**	**ID**	**1/1**

Code indicating the relationship between entities

       I   Included

Must Use	**SLN04**	**380**	**Quantity**	**M**	**R**	**1/15**

Numeric value of quantity

Must Use	**SLN05**	**355**	**Unit or Basis for Measurement Code**	**M**	**ID**	**2/2**

Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

       EA   Each

	SLN06	**212**	**Unit Price**	**X**	**R**	**1/17**

Price per unit of product, service, commodity, etc.

Not Used	**SLN07**	**639**	**Basis of Unit Price Code**	**O**	**ID**	**2/2**

Code identifying the type of unit price for an item

Not Used	**SLN08**	**662**	**Relationship Code**	**O**	**ID**	**1/1**

Code indicating the relationship between entities

Not Used	**SLN09**	**235**	**Product/Service ID Qualifier**	**X**	**ID**	**2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	**SLN10**	**234**	**Product/Service ID**	**X**	**AN**	**1/40**

Identifying number for a product or service

Not Used	**SLN11**	**235**	**Product/Service ID Qualifier**	**X**	**ID**	**2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	**SLN12**	**234**	**Product/Service ID**	**X**	**AN**	**1/40**

Identifying number for a product or service

Not Used	**SLN13**	**235**	**Product/Service ID Qualifier**	**X**	**ID**	**2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	**SLN14**	**234**	**Product/Service ID**	**X**	**AN**	**1/40**

Identifying number for a product or service

Not Used	**SLN15**	**235**	**Product/Service ID Qualifier**	**X**	**ID**	**2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	**SLN16**	**234**	**Product/Service ID**	**X**	**AN**	**1/40**

Identifying number for a product or service

Not Used	**SLN17**	**235**	**Product/Service ID Qualifier**	**X**	**ID**	**2/2**

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	**SLN18**	**234**	**Product/Service ID**	**X**	**AN**	**1/40**

Identifying number for a product or service

Not Used	SLN19	235	**Product/Service ID Qualifier**	X	ID	2/2

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	SLN20	234	**Product/Service ID**	X	AN	1/40

Identifying number for a product or service

Not Used	SLN21	235	**Product/Service ID Qualifier**	X	ID	2/2

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	SLN22	234	**Product/Service ID**	X	AN	1/40

Identifying number for a product or service

Not Used	SLN23	235	**Product/Service ID Qualifier**	X	ID	2/2

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	SLN24	234	**Product/Service ID**	X	AN	1/40

Identifying number for a product or service

Not Used	SLN25	235	**Product/Service ID Qualifier**	X	ID	2/2

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	SLN26	234	**Product/Service ID**	X	AN	1/40

Identifying number for a product or service

Not Used	SLN27	235	**Product/Service ID Qualifier**	X	ID	2/2

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

Not Used	SLN28	234	**Product/Service ID**	X	AN	1/40

Identifying number for a product or service

Segment:	**REF** Reference Numbers
Position:	460
Loop:	SLN
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify identifying numbers.
Syntax Notes:	1 At least one of REF02 or REF03 is required.
Semantic Notes:	
Comments:	
Notes:	*When submitting the 811 to any federal agency, use of the REF segment is required when HL03 is "8".*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	REF01	128	**Reference Number Qualifier**	M ID 2/2

Code qualifying the Reference Number.

12	Billing Account	
	Account number under which billing is rendered	
	Use to indicate the transaction code.	
BB	Authorization Number	
	Proves that permission was obtained to provide a service	
	Use to indicate the Authorization Code.	
K6	Purchase Description	
	Use to indicate the Purchase Identity Information.	
TN	Transaction Reference Number	
	Use to indicate the Transaction Reference Number.	

	Ref. Des.	Data Element	Name	Attributes
	REF02	127	**Reference Number**	X AN 1/30

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

	Ref. Des.	Data Element	Name	Attributes
	REF03	352	**Description**	X AN 1/80

A free-form description to clarify the related data elements and their content

Segment:	**DTM** Date/Time Reference	
Position:	480	
Loop:	SLN	
Level:	Detail	
Usage:	Optional	
Max Use:	10	
Purpose:	To specify pertinent dates and times	
Syntax Notes:	**1**	At least one of DTM02 DTM03 or DTM06 is required.
	2	If either DTM06 or DTM07 is present, then the other is required.
Semantic Notes:		
Comments:		
Notes:	*When submitting the 811 to any federal agency, use of the DTM segment is required when HL03 is "8".*	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	DTM01	374	**Date/Time Qualifier**	M	ID	3/3

Code specifying type of date or time, or both date and time

097	Transaction Creation	
	Use to indicate the transaction date.	
809	Posted	

	Ref. Des.	Data Element	Name	Attributes		
	DTM02	373	**Date**	X	DT	6/6

Date (YYMMDD)

	Ref. Des.	Data Element	Name	Attributes		
Not Used	DTM03	337	**Time**	X	TM	4/8

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

	Ref. Des.	Data Element	Name	Attributes		
Not Used	DTM04	623	**Time Code**	O	ID	2/2

Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow

	Ref. Des.	Data Element	Name	Attributes		
	DTM05	624	**Century**	O	N0	2/2

The first two characters in the designation of the year (CCYY)

	Ref. Des.	Data Element	Name	Attributes		
Not Used	DTM06	1250	**Date Time Period Format Qualifier**	X	ID	2/3

Code indicating the date format, time format, or date and time format

	Ref. Des.	Data Element	Name	Attributes		
Not Used	DTM07	1251	**Date Time Period**	X	AN	1/35

Expression of a date, a time, or range of dates, times or dates and times

Segment:	**NM1** Individual or Organizational Name
Position:	530
Loop:	NM1
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To supply the full name of an individual or organizational entity
Syntax Notes:	1 If either NM108 or NM109 is present, then the other is required.
Semantic Notes:	1 NM102 qualifies NM103.
Comments:	
Notes:	*When submitting the 811 to any federal agency, use of the NM1 segment is required when HL03 is "8".*

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes	
Must Use	**NM101**	**98**	**Entity Identifier Code**	**M**	**ID**	**2/2**
			Code identifying an organizational entity, a physical location, or an individual			
			SE Selling Party			
			Use to identify the Merchant.			
Must Use	**NM102**	**1065**	**Entity Type Qualifier**	**M**	**ID**	**1/1**
			Code qualifying the type of entity			
			1 Person			
			2 Non-Person Entity			
			3 Unknown			
	NM103	**1035**	**Name Last or Organization Name**	**O**	**AN**	**1/35**
			Individual last name or organizational name			
	NM104	**1036**	**Name First**	**O**	**AN**	**1/25**
			Individual first name			
	NM105	**1037**	**Name Middle**	**O**	**AN**	**1/25**
			Individual middle name or initial			
	NM106	**1038**	**Name Prefix**	**O**	**AN**	**1/10**
			Prefix to individual name			
	NM107	**1039**	**Name Suffix**	**O**	**AN**	**1/10**
			Suffix to individual name			
	NM108	**66**	**Identification Code Qualifier**	**X**	**ID**	**1/2**
			Code designating the system/method of code structure used for Identification Code (67)			
			1 D-U-N-S Number, Dun & Bradstreet			
			9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix			

NM109   **67**   **Identification Code**   **X**   **AN**   **2/20**

Code identifying a party or other code

	Segment:	**N2** Additional Name Information
	Position:	540
	Loop:	NM1
	Level:	Detail
	Usage:	Optional
	Max Use:	2
	Purpose:	To specify additional names or those longer than 35 characters in length
	Syntax Notes:	
	Semantic Notes:	
	Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	N201	93	**Name**	M AN 1/35
			Free-form name	
	N202	93	**Name**	O AN 1/35
			Free-form name	

Segment:	**N3** Address Information	
Position:	550	
Loop:	NM1	
Level:	Detail	
Usage:	Optional	
Max Use:	2	
Purpose:	To specify the location of the named party	
Syntax Notes:		
Semantic Notes:		
Comments:		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	**N301**	**166**	**Address Information**	**M AN 1/35**
			Address information	
	N302	**166**	**Address Information**	**O AN 1/35**
			Address information	

Segment:	**N4** Geographic Location
Position:	560
Loop:	NM1
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
	2 N402 is required only if city name (N401) is in the USA or Canada.
Notes:	*When submitting the 811 to any federal agency, use of the N4 segment is required when HL03 is "8".*

Data Element Summary

Ref. Des.	Data Element	Name	Attributes		
N401	**19**	**City Name**	O	AN	2/30
		Free-form text for city name			
N402	**156**	**State or Province Code**	O	ID	2/2
		Code (Standard State/Province) as defined by appropriate government agency			
N403	**116**	**Postal Code**	O	ID	3/11
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)			
N404	**26**	**Country Code**	O	ID	2/3
		Code identifying the country			
N405	**309**	**Location Qualifier**	X	ID	1/2
		Code identifying type of location			

       AC   City and State
       CC   Country
       CI   City
       SP   State/Province

Ref. Des.	Data Element	Name	Attributes		
N406	**310**	**Location Identifier**	O	AN	1/30
		Code which identifies a specific location			

Segment:	**REF** Reference Numbers
Position:	570
Loop:	NM1
Level:	Detail
Usage:	Optional
Max Use:	8
Purpose:	To specify identifying numbers.
Syntax Notes:	1 At least one of REF02 or REF03 is required.
Semantic Notes:	
Comments:	

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes	
Must Use	REF01	128	**Reference Number Qualifier**	M	ID	2/2
			Code qualifying the Reference Number.			
			IJ Standard Industry Classification (SIC) Code			
			Use to indicate the Merchant's SIC.			
	REF02	127	**Reference Number**	X	AN	1/30
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.			
	REF03	352	**Description**	X	AN	1/80
			A free-form description to clarify the related data elements and their content			

Segment:	**TDS** Total Monetary Value Summary	
Position:	010	
Loop:		
Level:	Summary	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To specify the total invoice discounts and amounts	
Syntax Notes:		
Semantic Notes:	**1**	TDS01 is the total amount of invoice (including charges, less allowances) before terms discount (if discount is applicable).
	2	TDS02 indicates the amount upon which the terms discount amount is calculated.
	3	TDS03 is the amount of invoice due if paid by terms discount due date (total invoice or installment amount less cash discount).
	4	TDS04 indicates the total amount of terms discount.
Comments:	**1**	TDS02 is required if the dollar value subject to discount is not equal to the dollar value of TDS01.

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes	
Must Use	TDS01	610	**Amount**	M	N2	1/15
			Monetary amount			
Not Used	TDS02	610	**Amount**	O	N2	1/15
			Monetary amount			
Not Used	TDS03	610	**Amount**	O	N2	1/15
			Monetary amount			
Not Used	TDS04	610	**Amount**	O	N2	1/15
			Monetary amount			

Segment:	**CTT** Transaction Totals	
Position:	110	
Loop:		
Level:	Summary	
Usage:	Optional	
Max Use:	1	
Purpose:	To transmit a hash total for a specific element in the transaction set	
Syntax Notes:	**1**	If either CTT03 or CTT04 is present, then the other is required.
	2	If either CTT05 or CTT06 is present, then the other is required.
Semantic Notes:		
Comments:	**1**	This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	**CTT01**	354	**Number of Line Items**	M	N0	1/6
			Total number of line items in the transaction set			
Not Used	**CTT02**	347	**Hash Total**	O	R	1/10
			Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.			
			Example:			
			-.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ------- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.			
Not Used	**CTT03**	81	**Weight**	X	R	1/10
			Numeric value of weight			
Not Used	**CTT04**	355	**Unit or Basis for Measurement Code**	X	ID	2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken			
Not Used	**CTT05**	183	**Volume**	X	R	1/8
			Value of volumetric measure			
Not Used	**CTT06**	355	**Unit or Basis for Measurement Code**	X	ID	2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken			
Not Used	**CTT07**	352	**Description**	O	AN	1/80
			A free-form description to clarify the related data elements and their content			

Segment:	**SE** **Transaction Set Trailer**	
Position:	120	
Loop:		
Level:	Summary	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).	
Syntax Notes:		
Semantic Notes:		
Comments:	**1** SE is the last segment of each transaction set.	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes		
Must Use	SE01	96	**Number of Included Segments**	M	N0	1/10
			Total number of segments included in a transaction set including ST and SE segments			
Must Use	SE02	329	**Transaction Set Control Number**	M	AN	4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set			